RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE   20 June 1950

STAT

SUBJECT: Rescission of Paragraph 21 of the Security Regulations,
           dated August 1947.

     1. Paragraph 21, pages 11 and 12, of the Security Regulations
dated August 1947 is hereby rescinded, and the following instructions
substituted therefor:

     21.   DESTRUCTION OF CLASSIFIED DOCUMENTS

          a. The destruction of classified documents must be
     accomplished in accordance with existing law and regulations.
     The law provides that government records may not be destroyed
     without the approval of the Archivist of the United States
     and the Congress of the United States. Custodians of docu-
     ments will survey periodically all such material in their
     possession and, if deemed of no further use, will request
     their Area Records Officer to review the documents and give
     directions for appropriate disposition as provided in the
     CIA regulations on Records Management.

          b. TOP SECRET DOCUMENTS, NOT REGISTERED, will be
     destroyed by burning by the custodian thereof or his
     designee at the CIA incinerator, in the presence of a
     witnessing CIA member. The custodian or his designee,
     and the witness, will remain at the incinerator until
     all the documents have been burned completely. The
     appropriate Area, Alternate or Assistant Top Secret Control
     Officer must be notified of the destruction in order that
     the proper entries may be made on the Top Secret Log.
     When a Top Secret document is destroyed, the disposal
     certificate portion of the Signature Record and Cover
     Sheet, attached to the document, will be executed. The
     cover sheet will then be forwarded to the CIA Top Secret
     Control Officer, through the appropriate Area Top Secret
     Control Officer. Paragraphs 21. a., h. and i. of this
     section also must be complied with.

          c. SECRET, CONFIDENTIAL AND RESTRICTED DOCUMENTS,
     NOT REGISTERED, may be destroyed by burning by the cus-
     todian thereof or his designee at the CIA incinerator, or
     such documents may be shredded or torn into small pieces
     and placed in the classified waste receptacle, for subsequent

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